Finding a Campus Job

Campus Job Types

Campus jobs may be classified as “work-study” or “non-work-study.” Work-Study is a program that gives eligible students the opportunity to gain work experience and earn money. It is awarded as part of some financial aid packages.

Work-Study allows students to work conveniently on campus and can be a great way to network. Note: Students must work in order to access the money awarded to them.

A non-work-study job is a campus job that does not require a work-study award. However, if a student has been awarded work-study, it may be used.

FAQs

Q: HOW DO I FIND OUT IF I’M ELIGIBLE FOR WORK-STUDY?
If you applied for financial aid by completing the Free Application for Federal Student Aid (FAFSA) or the CA Dream Application and submitted the application by the annual March 2 deadline, you can check whether you were awarded work-study on the “My Aid” page of the Office of Financial Aid and Scholarships website.

Q: WHERE DO I GO TO GET MORE INFORMATION ABOUT WORK-STUDY AWARDS?
The Office of Financial Aid and Scholarships provides detailed information about work-study awards in the “Paying for UCI” page of the Office of Financial Aid and Scholarships website.

Q: WHERE DO I FIND WORK-STUDY JOBS?
The Division of Career Pathways can help you search for the right work-study job through their professional staff, peer advisors, and online via Handshake.

Q: WHAT HAPPENS IF I DON’T USE MY WORK-STUDY?
If you fail to use your work-study, you run the risk of losing it for the next academic school year.

Q: IS IT POSSIBLE TO WORK OFF CAMPUS AND EARN WORK-STUDY?
There are a limited number of positions off campus that offer work-study. Check Handshake for the most up to date listings of available positions.

Q: CAN I WORK IN TWO DIFFERENT DEPARTMENTS AND STILL COLLECT WORK-STUDY?
Yes, but you have to collect a signed agreement form from each department and coordinate your hours with each department to not exceed the maximum 19.5 hours permitted during the academic year.

TAKE ACTION!

The Part-Time Job Fair is held every year during Welcome Week. Check the Division of Career Pathways’ website for the date and a list of departments attending!

For More Information...

Visit the Office of Financial Aid and Scholarship’s website at www.ofas.uci.edu or visit their office at:
102 Aldrich Hall
Irvine, CA 92697-2825
Monday – Friday
10 AM – 5 PM

Or visit the Division of Career Pathways!
FAQs continued

Q: WHERE DO I FIND A CAMPUS JOB?
You can find campus jobs on Handshake, UC Irvine’s job portal. Log onto Handshake at uci.joinhandshake.com using your UCInetID.

Q: IS THERE A WAY TO NARROW MY SEARCH FOR JOBS TO WORK-STUDY OR NON-WORK-STUDY ONLY?
After logging into Handshake, click on the Jobs tab. Under the search bar, click on “on-campus,” then click “filters” to search for work-study-only.

Q: ARE THERE OTHER PLACES TO LOOK FOR CAMPUS JOBS BESIDES HANDSHAKE?
Yes, some departments list their available positions on their websites. A few examples are listed below.

Other departments that may have job openings...

- Anteater Recreation Center
  http://www.campusrec.uci.edu/employment/
  949-824-5346
- UCI Libraries
  http://www.lib.uci.edu/student-employment-information
  949-824-6836
- Student Center / Conference Center
  http://www.studentcenter.uci.edu/home/student-employment-opportunities/
  949-824-5252
- Parking and Transportation Services
  https://www.parking.uci.edu/forms/jobApplication/
  949-824-2691
- Office of Information Technology (OIT)
  http://www.oit.uci.edu/org/jobs/student/
  949-824-2222
- Electronic Education Environment
  https://eee.uci.edu/jobs/open-jobs/
  949-824-2222
- Hospitality and Dining Services
  https://food.uci.edu/employment/
  949-824-1492
- UC Irvine Athletics and Bren Events Center
  949-824-3232